



MENDOCINO COUNTY CIVIL SERVICE COMMISSION

AGENDA

SCOTT WARD
1ST DISTRICT
COMMISSIONER

TERRY POPLAWSKI
2ND DISTRICT
COMMISSIONER

RON ORENSTEIN
3RD DISTRICT
COMMISSIONER

GINNY FETH-MICHEL
4TH DISTRICT
COMMISSIONER - CHAIR

MARILYN HARDEN
5TH DISTRICT
COMMISSIONER -
VICE-CHAIR

DATE: Wednesday, December 19, 2018

TIME: 9:00 A.M.

PLACE: Veterans Hall
293 Seminary Ave
Ukiah, CA 95482

AGENDA

Following the posting of the agenda, the agenda and supporting documentation is available for public review at the Human Resources Department, 501 Low Gap Road, Room 1326, Ukiah, CA 95482 during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. or at: www.mendocinocounty.org/hr.

The County is committed to making its Commission meetings accessible to all citizens. Individuals with special needs may call telephone number (707) 234-6600, email hr@mendocinocounty.org, or send a facsimile transmission to (707) 468-3407.

Those attending the meeting are advised that cell phones and electronic devices are to be silenced during the meeting.

1. OPEN SESSION

Roll Call

2. APPROVAL OF MINUTES

Approval of Minutes of October 17, 2018 Regular Meeting and October 18, 2018 Special Meeting

3. PUBLIC EXPRESSION

This is an opportunity for the public to address the Commission on matters not listed on this agenda. If you wish to speak, please use the microphone at the lectern. Please begin by stating your name and the organization you represent, if any. The Chair of the Commission may impose a time limit on any speaker depending on the number of people wanting to speak and time available. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered.

4. EMPLOYEE ORGANIZATIONS

This agenda item is to be used for Employee Organization representatives to present information/requests to the Civil Service Commission.

5. HUMAN RESOURCES DIRECTOR REPORT

This agenda item is to be used for the Human Resources Director to provide information to the Commission regarding Human Resources issues.

The Civil Service Commissioners request the appearance of any Department Head/or department representative at meetings that have matters relevant to their department. Failure to attend may result in delays in action of agenda items or denial of presented requests.

6. REPORTS

This section is used for open session reports requiring Commission action.

None

7. CLOSED SESSION

Any public reports of action taken in the closed session will be made in accordance with Government Code sections 54957.1.

- 7a) Pursuant to Government Code Section 54957(b) – Public Employee Performance Evaluation
(Extension of Probationary Period)
Title: Health Program Eligibility Worker
- 7b) Pursuant to Government Code Section 54957(b) – Public Employee Performance Evaluation
(Extension of Probationary Period)
Title: Child Support Specialist I
- 7c) Pursuant to Government Code Section 54957(b) – Public Employment Application Appeal
Title: Social Worker IV-A
- 7d) Pursuant to Government Code Section 54957(b) – Disciplinary Appeal Hearing
Title: Executive Office/Facilities & Fleet – Custodian

The Commission will reconvene to open session after all closed session items are heard.

ADJOURN

The meeting will adjourn when all business has been covered.



**CIVIL SERVICE COMMISSION
COUNTY OF MENDOCINO**
501 Low Gap Road, Room 1326
Ukiah, CA 95482

SUMMARY/ACTION MINUTES

DATE: Wednesday, October 17, 2018

LOCATION: Board Chambers
501 Low Gap Road
Ukiah, CA 95482

TIME: 9:00 A.M.

COMMISSIONERS PRESENT: Ginny Feth-Michel, Marilyn Harden, Ron Orenstein, and Terry Poplawski

COMMISSIONERS ABSENT: Scott Ward

ALSO PRESENT: Juanie Cranmer, Human Resources Manager
Shellie Tubbs, Office Services Supervisor
Heather Crapo, Human Resources Analyst

CALL TO ORDER

The October 17, 2018, Civil Service Commission meeting was called to order at 9:01 A.M. by Chair Feth-Michel.

AGENDA ITEM NO. 1 – OPEN SESSION

Roll Call

Present: Commissioners Harden, Orenstein, and Poplawski. Chair Feth-Michel presiding.

Absent: Commissioner Ward absent by prearrangement.

AGENDA ITEM NO. 2 – APPROVAL OF MINUTES

COMMISSION ACTION: Upon motion by Commissioner Orenstein, seconded by Commissioner Poplawski, and carried (3/0) with Commissioner Harden abstaining; IT IS SO ORDERED that the minutes of the September 19, 2018 Commission meeting are approved as amended.

AGENDA ITEM NO. 3 – PUBLIC EXPRESSION

Chair Feth-Michel requests the Civil Service Commission meetings start at 10:00 A.M. for the months of December, January, February, and March.

AGENDA ITEM NO. 4 – EMPLOYEE ORGANIZATION

None.

AGENDA ITEM NO. 5 – ADJOURN TO CLOSED SESSION – PERSONNEL MATTER

Any public reports of action taken in the closed session will be made in accordance with Government Code section 54957.1.

ADJOURNED TO CLOSED SESSION: 9:07 A.M.

RECONVENED IN OPEN SESSION: 10:07 A.M.

Report of action taken in Closed Session:

COMMISSION ACTION: By unanimous vote (4/0); IT IS SO ORDERED that the application appeal denial for Social Worker I is upheld.

AGENDA ITEM NO. 6 – CLASSIFICATION STUDIES

6a) Environmental Health Technician

PRESENTER/S: Heather Crapo, Human Resources Analyst.

Ms. Crapo presented the modification of the classification specification for Environmental Health Technician. Health and Human Services Agency has requested the modifications to the minimum requirements, with the hope of attracting more qualified candidates.

It was determined the classification contained outdated language, which has been updated to modernize the specification. The modifications do not change the work being performed by the incumbents, but provides a more comprehensive specification.

It is recommended that the Commission adopt the modifications to the classification specification of Environmental Health Technician as presented, or as amended by the Commission.

Discussion followed.

COMMISSION ACTION: Upon motion by Commissioner Poplawski, seconded by Commissioner Harden, and carried (4/0); IT IS SO ORDERED that the recommendation to adopt the revisions to the classification specification for Environmental Health Technician is approved as submitted.

6b) Social Worker Series

PRESENTER/S: Sharon Gunther, Human Resources Analyst.

Ms. Gunther stated at the September 19, 2018 Commission meeting, Human Resources presented modifications to the Social Worker and Social Worker Supervisor series to clarify the education and/or experience required since adopting the series in September 2017.

During the meeting, the Commission directed Human Resources to insert language defining "direct services" and further defining "qualifying social work case management" and return to Commission for adoption.

After meeting again with the subject matter experts, Human Resources believes the defining language agreed upon will resolve any confusion regarding the work experience needed to meet the minimum qualifications.

It is recommended that the Commission adopt the revised classification specification

modification for the Social Worker and Social Worker Supervisor Series as presented.

Discussion followed.

As suggested by the Commission, replace all asterisks (*) with the phrase, “As defined below.”

COMMISSION ACTION: Upon motion by Commissioner Poplawski, seconded by Commissioner Harden, and carried (4/0); IT IS SO ORDERED that the Social Worker and Social Worker Supervisor Series is approved as amended.

AGENDA ITEM NO. 7 – HUMAN RESOURCES DIRECTOR REPORTS

PRESENTER/S: Juanie Cranmer, Human Resources Manager

Ms. Cranmer presented that the format of the agenda has been changed and will continue to be modified in the next few months until Human Resources is satisfied with the format. Also, Human Resources has discussed with the Chair the cancellation of the November 21, 2018 Civil Service Commission meeting as it is the week of Thanksgiving and we will agendize that appropriately as a canceled meeting. We may be agendizing a Special Meeting on November 28, 2018.

AGENDA ITEM NO. 8 – ADJOURN

THERE BEING NOTHING FURTHER TO COME BEFORE THE COMMISSION, THE MENDOCINO COUNTY CIVIL SERVICE COMMISSION ADJOURNED AT 10:32 A.M.

Juanie Cranmer

Human Resources Manager and Secretary to the Civil Service Commission



**CIVIL SERVICE COMMISSION
COUNTY OF MENDOCINO**
501 Low Gap Road, Room 1326
Ukiah, CA 95482

SUMMARY/ACTION MINUTES

DATE: Thursday, October 18, 2018

LOCATION: Mendocino County District Attorney Office
Conference Room
100 North State Street, Room 10
Ukiah, CA 95482

TIME: 10:00 A.M.

COMMISSIONERS PRESENT: Ginny Feth-Michel, Ron Orenstein, and Terry Poplawski

COMMISSIONERS ABSENT: Scott Ward and Marilyn Harden

ALSO PRESENT: Juanie Cranmer, Human Resources Manager
David Rapport, Counsel for Commission
Tim Mitchell, Senior Human Resources Analyst

CALL TO ORDER

The October 18, 2018, special meeting of the Civil Service Commission was called to order at 10:05 A.M. by Chair Feth-Michel.

ITEM NO. 1 – ROLL CALL

Present: Commissioners Orenstein and Poplawski. Chair Feth-Michel presiding.

Absent: Commissioners Ward and Harden absent by prearrangement.

ITEM NO. 2 – ADJOURN TO CLOSED SESSION – PERSONNEL MATTER

Any public reports of action taken in the closed session will be made in accordance with Government Code section 54957.1.

Pursuant to Government Code Section 54957(b) – Appeal Hearing

Title: Executive Office/Facilities and Fleet – Grounds Maintenance Technician

ADJOURNED TO CLOSED SESSION: 10:07 A.M.

RECESS: 10:15 – 10:17 A.M.

RECESS: 11:20 – 11:27 A.M.

LUNCH RECESS: 12:10 – 12:45 P.M.

RECESS: 2:15 – 2:25 P.M.

RECONVENED IN OPEN SESSION: 5:02 P.M.

ITEM NO. 8 – RECONVENE TO OPEN SESSION

Report of action taken in Closed Session:

COMMISSION ACTION: Upon motion by Commissioner Feth-Michel, seconded by Commissioner Poplawski, and carried (3/0, with Commissioners Ward and Harden absent); IT IS SO ORDERED that the County did not establish by a preponderance of the evidence that the Appellant made the statement as reported to the County on July 12, 2018, or that the Appellant was not at his home or willfully failed to respond to efforts to contact him on July 13, 2018.

Further, the Commission found that the County did establish by a preponderance of the evidence that the Appellant knowingly violated the written order placing him on Administrative Leave with pay and ordering him to remain at home Monday through Friday during his 7:00 a.m. to 3:30 p.m. work hours and not to discuss the pending investigation with anyone but the County investigator, the Appellant's union representative, or his legal counsel, when he drove to a county facility on July 13, 2018, and spoke to a co-worker about the circumstances of his leave, attempted to meet with another county employee, and stated his intention to contact a third county employee about the charges against Appellant.

Based on these determinations, the Commission intends to modify the decision terminating the Appellant's employment by the County to a 30 working day suspension without pay, effective when the Commission adopts its written Findings and Decision at a future Commission meeting.

ADJOURN

THERE BEING NOTHING FURTHER TO COME BEFORE THE COMMISSION, THE MENDOCINO COUNTY CIVIL SERVICE COMMISSION ADJOURNED AT 5:05 P.M.

Juanie Cranmer

Human Resources Manager and Secretary to the Civil Service Commission